



Job Title	Deputy Chief of Staff	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	4	Job Code	19667

Class Specification – Deputy Chief of Staff

Summary Statement:
 The purpose of this position is to provide high level support to the Chief of Staff in the direction of activities and operations of the Finance, Human Resources, City Clerk, Information Technology, Parks, Recreation and Cultural Services, Planning and Community Development, Support Services, Municipal Court, Economic Development, Parking Enterprise, and Public Works Departments. This is accomplished by collaborating with division heads on daily issues and special projects. This position will also represent the Chief of Staff at City Council and various civic, business, and professional forums and be a liaison between City Council, departments, external organizations, and the public. Other duties include providing consultation, interpretation, and advice to City staff regarding concerns or problems; conflict management and resolution for complex and politically sensitive issues; making presentations to variety of boards, commissions, and citizen groups; and serving as a representative of the Mayor’s office.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Leads assigned divisions in strategic planning and performance measurements; provides leadership and effective management in all areas of staffing and personnel, administration, project completion, information technology and development, and operational budgetary controls; supervises Division Heads of assigned departments; provides consultation, interpretation, and advice; and conflict management to resolve sensitive issues and prepare comparable business cases with return on analysis recommendations.
20%	Analyzes complex problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals through a total business solution while standardizing and driving processes that bring value to stakeholders of the City of Colorado Springs. Provide advice in areas of expertise to City officials, City Council, and management teams.
20%	Direct and oversee the preparation and administration of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitor



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	revenues and expenditures; review financial statements; and manage financial operations of the department. Oversee resolution of new process implementation, coordinate troubleshooting activities to resolve business process issues, ensure the successful transition of implementations from decision through transition, and provide post-implementation support.
15%	Oversee highly functional executive level staff. Facilitate or lead a variety of internal and external committees, task forces, and other agency committees to secure advocacy and influence support for programs and ideals; evaluate and communicate the impact to the City of potential legal or regulatory changes.

Competencies Required:	
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, political science, public policy, or a related field.

Experience: Seven years of full-time responsible management experience including three years of leadership and supervisory responsibility.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance of a department or departments including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:
 Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software:
 Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2013